

### **AIM QUICK FIXES**

# 21st Century/After School Activities Courses in the Montana Edition (Value Added)



This guide is intended for adding activities courses for tracking students in after school programs, including those under 21<sup>st</sup> Century grants. For District Edition and Montana Value Added users, the courses are separate from the regular school day calendar. Montana Edition users who are looking for an interface to track participation do not need regular school day courses entered to be able to use these tools.

#### **Calendar Setup**

Tracking student participation in after school courses is most easily accomplished using a calendar that is separate from the regular school day calendar – especially if courses do not follow the same segmented schedule and days as regular district courses.

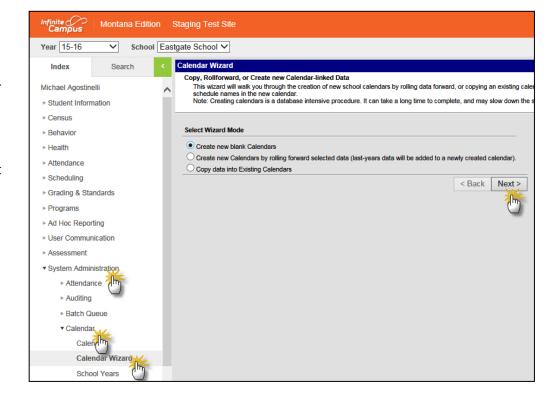
From the Index, expand System

Administration and Calendar. Select

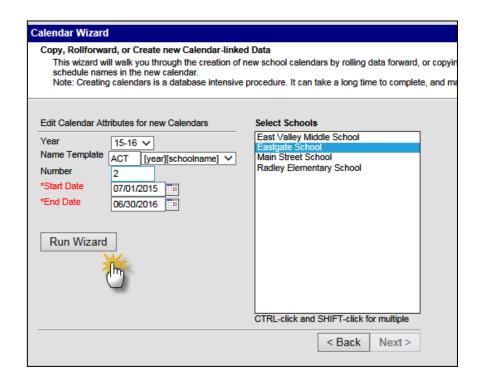
Calendar Wizard.

Select Create new blank Calendars.

Click Next.







Select the *Year*, *Number*, *Start Date* and *End Date*. Enter ACT in the *Name Template* field.

Select the School that the calendar will correspond to.

#### Click Run Wizard.

Refresh the page (IE – Shift + F5) or log off and log back in.

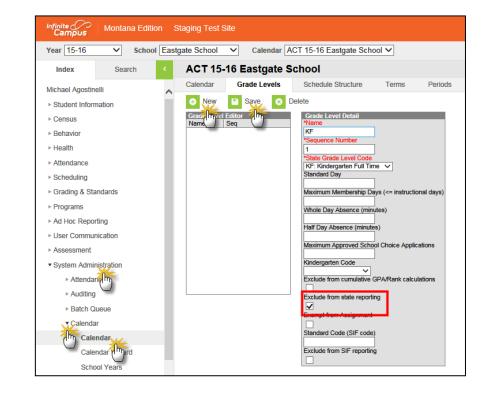
Choose the *Year, School* and *Calendar* from the top of the screen.

From the **Index**, expand **System Administration** and **Calendar**. Click **Calendar**.

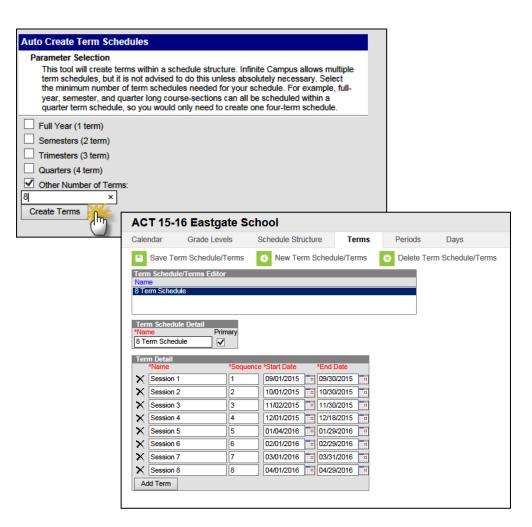
Click the Grade Levels tab.

Click **New**. Enter the *Name*, *Sequence Number* and *State Grade Level Code*. Check *Exclude from state reporting*.

Click *Save*. Repeat for each grade level in the calendar.







Click the **Terms** tab.

Click New Term Schedule/Terms.

Select the number of terms. Click *Create Terms*.

Enter the *Name*, *Start Date* and *End Date* for each term.

Click Save Term Schedules/Terms.

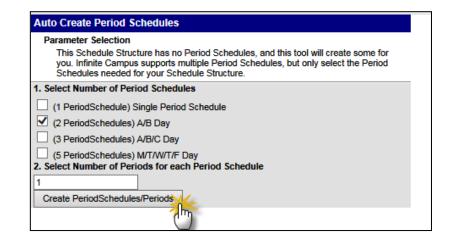
Click the **Periods** tab. Click **New Period Schedule**.

Click **New Term Schedule/Terms**.

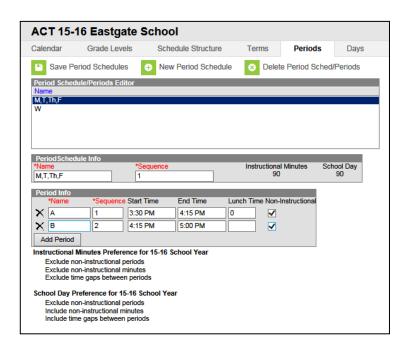
Select the number of period schedules and the number of periods for each schedule.

Click Create Period Schedules/Periods.

**NOTE:** If the classes meet M/W/F from 3-4:30 and T/Th from 3:00-4:00, choose 2 period schedules. If there are multiple classes (e.g., 3-3:45 and 3:45-4:30), choose 2 periods for each period schedule.







Enter the time(s) for each period schedule. Check Non-Instructional for each period.

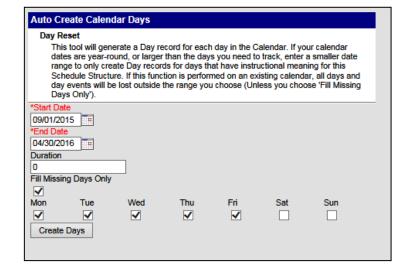
Click Save Period Schedules.

**NOTE:** If courses meet for shorter times (e.g., students have a choice between two 45 minute courses or one 90 minute course) create two periods. The longer course may be marked as a "block" of the two shorter periods.

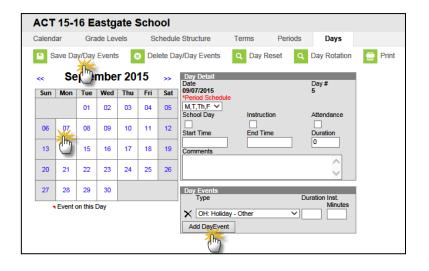
Click the **Days** tab.

Click *Day Reset*. Enter the Start Date (first day of class) and End Date (last day of class). Verify that the correct class days are checked.

Click Create Days.







Set holidays, breaks and other nonclass days.

Click a non-class date on the calendar. Uncheck *School Day*, *Instruction*, and *Attendance*.

**Optional:** Click **Add Day Event**. Enter Type.

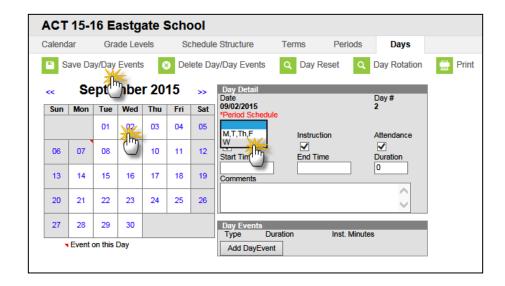
Click **Save Day/Day Events**. Repeat for other holidays, breaks and other non-class days.

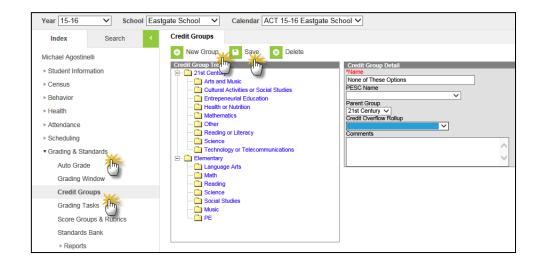
If one or more days are on a different schedule, align the period schedule to the day.

Click the day with a different schedule. Select the appropriate *Period Schedule*.

#### Click Save Day/Day Events.

Repeat for other days with a different period schedule.





#### **Creating Courses**

From the Index, expand Grading & Standards. Click *Credit Groups*.

Click **New Group**. Enter **Name** and click **Save**.

Click **New Group** again. Enter one of the 21<sup>st</sup> Century Activity Subject Areas into the *Name* field. Choose the *Parent Group* that aligns to 21<sup>st</sup> Century.

Click Save. Repeat for each subject.

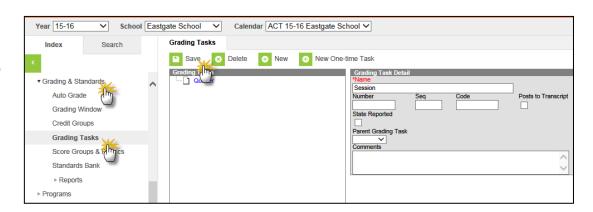


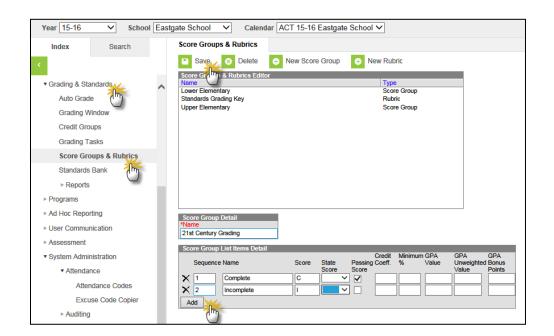
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**NOTE:** If the activities courses correspond with existing district grading periods (e.g., quarter, semester), skip the next two steps.

From the **Index**, expand **Grading & Standards**. Click **Grading Tasks**.

Click **New**. Enter the **Name** and click **Save**.





From the **Index**, expand **Grading & Standards**. Click **Score Groups & Rubrics**.

Click New Score Group.

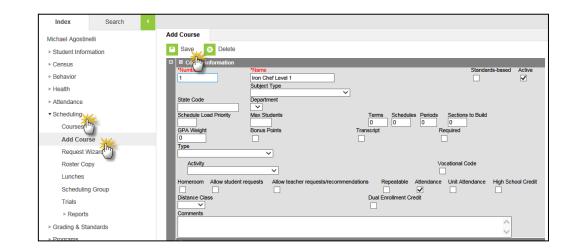
Enter Name. Under Score Group List Items Detail, enter Sequence, Name, Score and Passing Score. Click Add for additional lines.

Click Save.

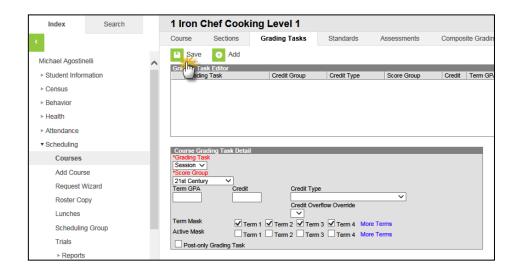
From the **Index**, expand **Scheduling**. Click **Add Course**.

Enter *Number* and *Name*. Check *Attendance*.

Click Save.







Return to the **Index**. Under Scheduling, click **Courses**.

Click the **Grading Tasks** tab and **Add**.

Select the *Grading Task* and the *Score Group*.

Click Save.

Return to the **Index**. Under Scheduling, click *Courses*.

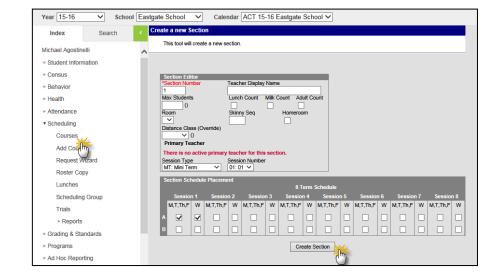
Click the **Sections** tab and **Add a Section**.

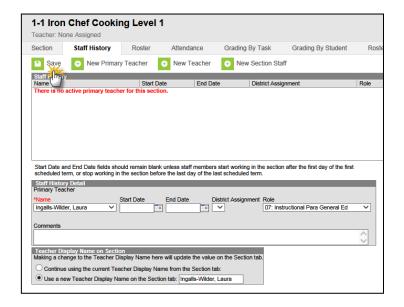
Enter the Section Number (sequential numbering per course is okay).

Check the boxes that correspond to the days/times the course is offered.

**OPTIONAL**: Enter Session Type and Session Number.

Click Create Section.





Click the **Staff History** tab. Click **New Primary Teacher**.

Select Name and Role.

Click Save.

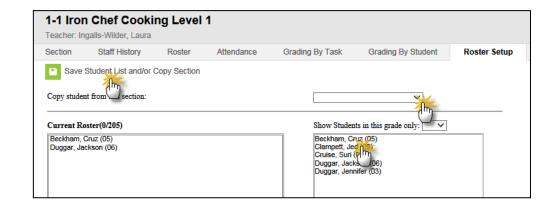


#### Click the Roster Setup tab.

Select students from the righthand list by clicking the name or copy students from another section by selecting the section from the drop-down.

## Click Save Student List and/or Copy Section.

**Note:** Only students with an enrollment in the 21<sup>st</sup> Century calendar will appear on the list. Create student enrollments prior to creating rosters.



Once students are rostered into courses, the teacher/paraprofessional assigned to the course may take attendance and enter grades (or completion status). Using the Ad Hoc tools, the 21<sup>st</sup> Century coordinator may create reports to report student, staff, and course information for state and/or federal reporting purposes.

